

**City of Roanoke  
Public Works Service Center  
Standard Operating Procedure**

<b>Subject: Waste Paint Disposal</b>	<b>Revised: 9/27/19</b>
<b>Purpose:</b> To ensure proper disposal of Waste Paint (Oil Based and Latex)	

**Responsible Party/ies:** Facilities Management Division Manager and their Designees

**Performance Frequency:** Anytime disposal of waste paints and finishes (Oil Based and Latex) is needed.

**Documentation:** N/A

**Training:** Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel whose duties include the handling and disposal of waste paint (oil based and latex) within their first 60-days of employment.

***Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.***

**Definitions:**

1. Satellite Accumulation Area – One of several areas around PWSC where regulated wastes are kept in storage. By law, there may never be more than 55 gallons of any specific waste in any of these areas at one time.
2. Central 180-Day Storage Area – This is the regulated waste storage area that is located outside of the Fleet Maintenance Garage. By law, there may never be a container of waste in this area for over 180 days.

**Procedure:**

1. Before disposal, identify the waste paint type as either; latex or oil based, then drain the waste paint into the proper drum using the attached funnel. Close the funnel lid(s) when done.
  - a. Set all emptied paint containers on a level surface to allow any residual paint left inside to dry out.
    - i. Once dry, place all emptied paint containers in the trash.
2. If there is not a drum in the satellite accumulation area for paint collection, obtain a new 55-gallon metal drum from the Central 180-Day Storage Area and place a label on the container. Properly fill out label (*Refer to signs posted of each waste paint type in the SAA*).
  - a. The drum for latex paint shall be labeled as “Non-RCRA Regulated Latex Paint” and a green Non-Hazardous Waste Label shall be affixed to it.

- b. The drum for oil based paint shall be labeled as “Waste Paint” and a yellow Hazardous Waste Label, as well as a Flammable Liquids Label, shall be affixed to it.
- 3. When a waste paint drum is full, it must be properly closed (with a bolt-on drum ring; lever drum rings are *not* appropriate for shipping) and the current date must be written into the “Accumulation Start Date” field on the label.
  - a. Within 3 days, the full drum must be weighed and transported to the Central 180-Day Storage Area via forklift. A large scale for weighing is located inside the south bay door in the Fleet Garage. Write the weight on label’s top right corner.
  - b. **DO NOT START A NEW WASTE PAINT DRUM** until the full one has been moved to the 180-Day Storage Area (**No more than 55-gallond of any single waste is allowed in a SAA**).
- 4. The Fleet Account Technician must be notified when a drum is moved into this area, and also be provided with of the weight of the drum.

**Trainee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date Trained:** \_\_\_\_\_

Send completed form to Environmental Management at: [envmgmt@roanokeva.gov](mailto:envmgmt@roanokeva.gov).